Job Description: Learning Support Coordinator

Position Type: Full time, permanent

Responsible to: Principal / Learning Support Coordinator (LSC) and Classroom Teacher

Location: Kaikoura Primary School, Kaikoura High School, St Joseph's School, Kaikoura Suburban School, Te Kura o Hapuku

Primary Purpose of the Role

To provide high-quality, evidence-based learning support to a diverse range of ākonga (students) from Years 1–8. The LSC's duties, consistent with the Ministry of Education LSC role description, include:

- **Coordination:** Working with school leaders, teachers, and whānau to identify and plan support for students with learning needs.
- **In Class Support:** Works directly with learners to observe, understand, identify and support needs
    - Provide 1-1 assistance to identified students, adapting classroom instructions to meet their specific learning or physical needs.
    - Foster the student's independence while ensuring they remain safely engaged with the classroom program.
    - Implement strategies outlined in the students' Individual Education Plan (IEP).
- **Accessing Services:** Coordinating access to external support agencies, specialists (e.g., RTLB, Speech-Language Therapists), and Ministry of Education services.
- **Transition:** Supporting the effective transition of students between educational settings (e.g., primary to high school).
- **Capability Building:** Building the capability of staff within the Schools to support diverse learners.
- **Data and Documentation:** Maintaining accurate records and data relating to learning support provision.

3. Resource Design & Preparation

- Collaborate with the Classroom Teachers to create or adapt physical resources (e.g., visual timetables, decodable word cards, sensory tools, or modified worksheets).
- Ensure all resources are organized, durable, and ready for use in the classroom setting.

4. Collaborative Practice (Mahi Tahi)

- Participate in brief check-ins with teachers to align support with current classroom learning.
- Maintain brief, accurate records of sessions to assist with reporting and IEP reviews.
- Uphold the school's values and **Manaakitanga** in all interactions with staff, students, and whānau.